

Archive Intern

The office of Congresswoman Niki Tsongas is seeking an Archive Intern for the Fall 2018 Semester. The intern will help our office's Congressional Records Archivist evaluate, assemble and manage the contents of the Congresswoman's Congressional collection.

Requirements:

- Enrolled in or recently graduated from an ALA accredited MLIS program or related graduate program.
- Experience with arrangement and description of archival materials
- Experience with digital materials
- Ability to work 15-20 hours per week
- Proficiency with Microsoft Word, Excel, Publisher and/or Adobe Acrobat
- Ability to multi-task and work independently
- Experience with government records and records management is a desirable

The internship is unpaid. It is part-time and hours are flexible. The candidate may arrange to obtain academic credit at the discretion of his/her educational institution. The internship will be in the Congresswoman's District Office in Lowell, MA.

Interested applicants should email a resume, cover letter, and references to donna.marchessault@mail.house.gov with "Fall Archive Intern" in the subject. Applicants received by September 4, 2018 will be guaranteed consideration.